

Peace Officer Standards and Training Commission
Certification and Warrant Process for
Special State Police Officers: Academy Trained New Hires

The POST Commission (POST-C), in consultation with the MSP Certification Unit and MPTC, determined the following to be the process to issue certifications and warrants of appointment to Special State Police Officers (SSPOs) who have completed requisite academy training:

- I. The hiring law enforcement agency conducts an interview and provides a conditional offer of employment to the applicant. The hiring law enforcement agency will adhere to the POST-C agency head instruction. The hiring agency will need to have obtained a “Facility Account” in the Massachusetts State Police Certification Unit automated licensing system. The hiring agency will:
 1. Obtain a verification letter from MPTC that the proper training has been obtained with no breaks in service and
 2. Complete the POST-C requirements in the packet *[Note: answers to questionnaires may be provided on a separate sheet, but shall be numbered accordingly, or answered on the fillable document.]*
 - a) Complete the Agency Official’s Attestation Regarding Candidate for Certification as a Law Enforcement Officer
 - i. If the hiring agency is unable to conduct the queries under Section IV: Background Check, do not check off the boxes and this section will be performed by the Massachusetts State Police Certification Unit
 - a. Items listed under Section VI: Evaluator’s Attestation should be crossed off and initialed by the evaluator if not performed prior to signing
 - b) Administer the “Appendix” (Questions and Instructions for Law Enforcement Officer Applications)
 - i. This should be administered and documented by the hiring agency, then signed by the applicant
 - ii. If a question has already been asked by the hiring department during the background process, please include previous answers as stated by the applicant
 - c) Ensure the applicant has had fingerprints submitted through AFIS-R
 3. Log-in to their Massachusetts State Police Certification Unit Facility Account and perform the following actions
 - a) Complete the Original Application for Appointment as a Special State Police Officer application within the MSP Certification automated licensing system
 - b) Upload the following documents within the automated licensing system
 - i. A minimum of three letters of reference for the MSP Certification Unit.
 - ii. The verification letter from MPTC
 - iii. An attestation that a psychological evaluation was conducted and provide the name of the result, applicant name, date of evaluation, and the license number and name of the professional who administered the test
 - iv. The Agency Official’s Attestation Regarding Candidate for Certification as a Law Enforcement Officer including the “Appendix” Questions and Instructions for Law Enforcement Officer Applications
 - v. A full employment history (where the Candidate was previously employed in law enforcement in any state or United States territory or by the federal government, the Candidate’s full employment record, including complaints and disciplinary records, was reviewed). This includes a reference check with agencies where the individual was previously employed.

- vi. Verification of the completion of an approved physical abilities test
- vii. All first aid and cardiopulmonary resuscitation certificates or equivalent
- viii. All items obtained during the background investigation of the applicant

- II. The MSP Certification Unit reviews, confirms, and/or verifies the above information that was uploaded and performs the following:
 - 1. Completes a state and national background check pursuant to M.G.L. c. 6E, § 4(f)(1)(v), (ix), (f)(2)(i)-(iii) including the review and confirmation of information obtained in section I, 3, (b) v (above in the document)
 - a) Confirms oral interview was conducted and reviews answers to questionnaire
 - 2. Verifies other minimum standards have been satisfied (age, high school degree/equivalent, etc.)
 - 3. MSP Certification Unit conducts own background investigation in accordance with MGL Chapter 22C Sections 51-69
- III. MSP Certification Unit forwards the completed information to POST-C
- IV. POST-C reviews submission by the MSP Certification Unit, verifies candidate's compliance with statutory requirements, and issues the certification for the SSPO by sending the notification directly to the MSP Certification Unit
- V. MSP Certification Unit documents the issuance of the POST-C certification in the Massachusetts State Police Certification Unit automated licensing system and issues the SSPO warrant of appointment and sends the warrant, along with POST Commission Certification Notification, to the SSPO facility